

**Corporation for National and Community Service
Policies and Procedures**

Policy Number: 702
Revision Number: 8

Effective Date: May 21, 2014

Subject: Grant Competition Posting

Purpose: This document lists the documents which are published before, during, and after each grant competition to provide transparency in the grant application review process.

Who is Covered: All CNCS competitive grant-making programs.

Policies Replaced: All versions of CPO-2010-03 issued prior to the date of this revision are superseded.

Originating Office: Office of Grants Policy and Operations (OGPO)

Approved By:



**Asim Mishra
Chief of Staff**

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A. OVERVIEW

What is the purpose of this policy?

The Corporation for National and Community Service (CNCS) is committed to transparency in government. The purpose of this policy is to ensure that CNCS staff conduct grant application reviews in a transparent manner while protecting privacy and safeguarding the deliberative processes to ensure a fair and robust grant-making process.

This policy establishes which documents related to the grant application review process will be made available to the public for all grant competitions conducted by CNCS. The policy includes a timeline for making these documents available to the public. CNCS may also choose to make additional documents available to the public relating to any grant application review.

What awarding instruments are covered by this policy?

This policy applies to all CNCS grant competitions for which the application review includes external review, staff review, or both, and that result in new or recompeting grant awards, including cooperative agreements.

What awarding instruments are not covered by this policy?

This policy does not apply to continuation awards; non-competitive grants and awards, including VISTA cost-share awards; memoranda of understanding or agreements; NCCC sponsor agreements; or contracts.

B. REGARDING THE PUBLICATION OF DOCUMENTS

What documents will be made public? Where and when will these documents be published?

The following chart lists the documents that will be made public and where and when they will be published.

Item(s) to be Published	Description of the Publication	Where/When
<i>Prior to Grant Competitions</i>		
Annual forecast of grant competitions.	List of anticipated CNCS grant competitions for each fiscal year, including key dates. Continuing resolutions and the availability of grant funds may affect actual grant competitions and dates.	Via web posting on CNCS's Open Government page; annually.
Agency-wide description of the review and selection process.	Overview of the review and selection process.	Via web posting on CNCS's Open Government page; annual revision, as needed.

Selection criteria, funding priorities, considerations, and selection factors used for portfolio balancing.	The criteria against which external and/or internal reviewers will assess applications.	In each Notice of Federal Funding Opportunity or Availability (<i>Notice</i>).
Following Grant Awards		
Competition Overview	Includes a brief description of the program and the competition.	Via web posting; as soon as practicable but no later than 90 business days after all grants are awarded for a particular <i>Notice</i> .
Blank external review worksheets, when applicable.	Worksheets used by external reviewers to assess applications.	
Applicant Feedback Summary for successful applicants, when applicable.	Includes the external reviewers' summary comments, when applicable.	
Names of external reviewers who completed the review process.	Individual external reviewers who assessed the grant applications.	
List of compliant applications submitted (except applications withdrawn by the legal applicant during the review and selection process).	Names of organizations that submitted applications, including sub-applicants (if applicable) and program names.	
Executive summaries of all compliant applications (except applications withdrawn by the legal applicant during the review and selection process).	Executive summary of each compliant application submitted by the applicants as part of their application.	
Successful applications.	Data extracted from the Face Sheet (SF-424) and the submitted program narratives by applicants (excluding budgets).	

What documents will not be made public and why?

CNCS reserves the right not to release documents and information that would pose a threat to an individual's privacy or an entity's economic interests. It also reserves the right not to release pre-decisional, deliberative documents and/or information that CNCS concludes likely would cause a foreseeable harm to the integrity and strength of future grant competitions. Generally, among other items, CNCS will not release:

- External review comments except in summary format
- Ratings and rankings of applications
- Reviewers' comments for competitions that utilized a Blended Review model (i.e. review panels comprised of external reviewers and CNCS staff or other federal reviewers)
- Staff review worksheets
- Internal review comments
- Full grant applications including budget information
- Information regarding non-compliant applications

If CNCS determines it would be in the best interest of the agency, internal review comments in summary format may be provided to individual applicants as feedback for the purpose of improving the quantity and quality of future applications in CNCS's grant competitions.

In addition, CNCS reserves the right to delay the publication of items described in this policy based on the availability of resources.

Who is responsible for publishing grant competition materials?

The Office of Grants Policy and Operations (OGPO) is responsible for publishing agency-wide grant competition materials. Each Program Office is responsible for publishing grant competition materials for its respective grant competition, as well as working with OGPO, the Office of Information Technology (OIT), and the External Affairs Digital Media Team to publish the *Notice* and grant competition documents as described in this policy.

OGPO will incorporate implementation procedures into the Grant Application Review Procedures Manual and make it available to all CNCS staff on CNCS Intranet.

Where will the grant competition materials be posted?

All *Notices* are published on the CNCS Funding Opportunities webpage (<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>), as well as the appropriate program webpage. All other grant competition materials are published on the CNCS Open Government page (<http://www.nationalservice.gov/about/open-government-initiative/transparency/results-grants-competition>) and linked to the appropriate program webpage.

How long will the competition materials be posted on the website?

Information regarding each competition will be posted for a period of one year or whenever the subsequent competition information is posted, whichever comes first. Information will be archived for a period of three years.

What is the approval process for publishing additional documents not covered in this policy for a given grant competition?

The program consults with OGPO, OGC, and the Chief of Staff about any additional material they intend to publish. If approved, the program prepares a clearance package in the manner required by CNCS Policy 100, "Preparing Policies and Procedures."

C. COMMUNICATION PLAN

What is the communication plan related to this policy?

The Policy Coordinator will inform all CNCS staff when this policy is cleared and posted on the CNCS Intranet. The Policy Coordinator also will post this policy on the public website.

Program Offices are responsible for informing compliant applicants and their stakeholders that the grant competition materials have been published.

D. TRAINING PLAN

What is the training plan related to this policy?

Training on this policy and its procedures is available for all CNCS staff via CNCS's Learning Management System. This training is particularly important for all offices involved in posting grant competition materials. OGPO will work with Program Offices to provide additional guidance as needed. Additionally, OGPO will revise the training as needed, to ensure alignment with policy revisions.